

**Montana Office of Public Instruction
School Emergency Management Planning Grant
Hands-On Workshops: Developing Key Components in School Emergency Operations Plans
Missoula, MT: August 4-5, 2015 and Billings, MT August 12-13, 2015**

The Montana School Emergency Management Planning Grant is offering hands on workshops for developing key components within School Emergency Operations Plans (EOP). The workshop will be conducted in Missoula, MT and again in Billings, MT. Each workshop will offer four 1/2 day sessions over two days. Pick and choose which 1/2 day sessions to attend or attend all four. Brett Lloyd, Emergency Management Consultant, will guide participants through each session and provide assistance as teams work on their EOPs. Participants will walk away with significant tools and resources to augment their emergency management programs.

Who Should Attend:

Each attending district/school is asked to bring a team to work on your EOP during the session/s. The team can be composed of already existing School Emergency Management teams, school board members, administrators, principals, teachers, paraprofessionals, maintenance personnel, and/or community emergency management personnel (including Disaster and Emergency Services (DES) Coordinators, Local Emergency Planning Committee (LEPC) members, local law enforcement, mental health professionals). **Each group must bring their existing EOP (and any supporting documents) with them. Workshops are limited to the first 50 participants, so register early.**

Dates, Times, and Locations:

August 4-5, 2015, 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM at Ruby's Inn and Convention Center, 4825 North Reserve Street, Missoula, MT.
August 12-13, 2015 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM at the Billings Hotel and Convention Center, 1223 Mullaney Lane, Billings, MT.
Lunch on your own.

Travel Reimbursement:

The Office of Public Instruction will reimburse school districts for mileage, meals (at the state per diem), and one to two nights lodging (@ the government rate). Room rates are as follows:

Ruby's Inn and Convention Center, 4825 North Reserve Street, Missoula, MT. Sleeping room rates are \$111.14 (including taxes). **Make your reservations by July 15, 2015 by calling (406) 721-0990.** Tell them you are with the Office of Public Instruction's School Emergency Management Workshops to receive this government rate.

Billings Hotel and Convention Center, 1223 Mullaney Lane, Billings, MT. Sleeping room rates are \$90.81 (including taxes). **Make your reservations by July 28, 2015 by calling (406) 248-7151.** Tell them you are with the Office of Public Instruction's School Emergency Management Workshops, (group booking code: OPO115), to receive this government rate.

Renewal Units:

The OPI will provide up to 4 renewal units per session which can only be used with your Montana educator license renewal.

**You must pre-register to attend.
PLEASE REGISTER BY JULY 15, 2015
50 PERSON LIMIT: FIRST COME FIRST SERVE**

REGISTRATION

Email completed registration to:
Amanda Domino, adomino@mt.gov, FAX: 406-444-2955,
or mail to: Montana School Emergency Management Planning
PO Box 202501
Helena, MT 59620

District/School Name:

District Mailing Address:

First Name:

Last Name:

Position/Title:

Participant Mailing Address:

City, State, Zip Code:

Telephone:

Email:

FAX:

If you are an educator, will you be requesting Renewal Units? Yes ☐ No ☐

How many participants will be representing your district/school?

Will your District/School be requesting Reimbursement for: Meals ☐ Mileage ☐ Lodging ☐

Would you like to be added to our Emergency Management News Email List? Yes ☐ No ☐



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

PLEASE TURN OVER TO COMPLETE

Please use the Training Sessions table below to select the 1/2 day sessions that you will attend. Pick and choose which sessions your team will attend (up to all four).

CHECK IF ATTENDING	DATE/Location	TIME	SESSION
	Missoula Tuesday, August 4, 2015	8:00 AM - 12:00 PM	Plan Review and Evaluation
	Missoula Tuesday, August 4, 2015	1:00 PM - 5:00 PM	Plan Development and Improvement
	Missoula Wednesday, August 5, 2015	8:00 AM - 12:00 PM	Developing an Active Shooter Annex
	Missoula Wednesday, August 5, 2015	1:00 PM - 5:00 PM	Developing and Conducting Quality Exercises
	Billings Wednesday, August 12, 2015	8:00 AM - 12:00 PM	Plan Review and Evaluation
	Billings Wednesday, August 12, 2015	1:00 PM - 5:00 PM	Plan Development and Improvement
	Billings Thursday, August 13, 2015	8:00 AM - 12:00 PM	Developing an Active Shooter Annex
	Billings Thursday, August 13, 2015	1:00 PM - 5:00 PM	Developing and Conducting Quality Exercises

Training Sessions

Missoula, MT Rubys' Inn & Convention Center

Date	Time	Title and Description
Tuesday, August 4, 2015	8:00 AM - 12:00 PM	Plan Review and Evaluation: Participants will work in groups to review and evaluate their school's Emergency Operations Plan (EOP). Subject matter experts on site will assist. Participants will leave at the end of the session with practical Take-Away products including a written evaluation of their plan, recommendations for improvement, and a work plan.

LUNCH ON YOUR OWN FROM 12:00 PM - 1:00 PM

Tuesday, August 4, 2015	1:00 PM - 5:00 PM	Plan Development and Improvement: Participants will work on their Emergency Operations Plans (EOPs) using templates and worksheets to develop or revise key components. Subject matter experts on site will assist. Participants will leave at the end of the session with practical Take-Away products including a table of contents, working outline(s) of plan documents, and key annexes in draft form.
Wednesday, August 5, 2015	8:00 AM - 12:00 PM	Developing an Active Shooter Annex: Participants will discuss and review key components of an Active Shooter Annex and work on developing or improving their own Active Shooter Annex during the session. The participants will leave with a working draft of an Active Shooter Annex that follows the recommended format and contains content based on current best practices.

LUNCH ON YOUR OWN FROM 12:00 PM - 1:00 PM

Wednesday, August 5, 2015	1:00 PM - 5:00 PM	Developing and Conducting Quality Exercises: Participants will develop one Tabletop Exercise and one Drill Exercise, each on a hazard of their own choice. Subject matter experts on site will assist. Participants will leave with practical Take-Away products including the two tabletop exercises, an After Action Report template for capturing strengths and areas for improvement, and multi-year Tabletop and Drill Exercise samples and templates.
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Billings, MT Billings Hotel & Convention Center

Date	Time	Title and Description
Wednesday, August 12, 2015	8:00 AM - 12:00 PM	Plan Review and Evaluation: Participants will work in groups to review and evaluate their school's Emergency Operations Plan (EOP). Subject matter experts on site will assist. Participants will leave at the end of the session with practical Take-Away products including a written evaluation of their plan, recommendations for improvement, and a work plan.

LUNCH ON YOUR OWN FROM 12:00 PM - 1:00 PM

Wednesday, August 12, 2015	1:00 PM - 5:00 PM	Plan Development and Improvement: Participants will work on their Emergency Operations Plans (EOPs) using templates and worksheets to develop or revise key components. Subject matter experts on site will assist. Participants will leave at the end of the session with practical Take-Away products including a table of contents, working outline(s) of plan documents, and key annexes in draft form.
Thursday, August 13, 2015	8:00 AM - 12:00 PM	Developing an Active Shooter Annex: Participants will discuss and review key components of an Active Shooter Annex and work on developing or improving their own Active Shooter Annex during the session. The participants will leave with a working draft of an Active Shooter Annex that follows the recommended format and contains content based on current best practices.

LUNCH ON YOUR OWN FROM 12:00 PM - 1:00 PM

Thursday, August 13, 2015	1:00 PM - 5:00 PM	Developing and Conducting Quality Exercises: Participants will develop one Tabletop Exercise and one Drill Exercise, each on a hazard of their own choice. Subject matter experts on site will assist. Participants will leave with practical Take-Away products including the two tabletop exercises, an After Action Report template for capturing strengths and areas for improvement, and multi-year Tabletop and Drill Exercise samples and templates.
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The Office of Public Instruction is committed to equal opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact OPI Title IX/EEEO Coordinator at (406) 444-2673 or opipersonnel@mt.gov

The contents of this registration form were developed under a grant from the US Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.